



DEPARTMENT OF THE ARMY
HEADQUARTERS, 2D INFANTRY DIVISION
ROK-US COMBINED DIVISION
BLDG P6500 UNIT #15041
APO AP 96271-5041

22JUN24

EAID-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #10—Readiness, Pass, and Leave

1. References:

- a. Army Regulation 600-8-10 (Leaves and Passes), 3 June 2020.
- b. INDOPACOM Instruction 0536.2, United States Indo-Pacific Command Antiterrorism Program.
- c. United States Forces Korea Holiday Schedule for Fiscal Year 2025 (v1)

2. Policy. It is Army policy that Soldiers use accrued leave as frequently as possible for their health, morale, and welfare. Leave is an entitlement every Soldier earns. Commanders and supervisors establish a leave and pass plan to ensure Soldiers take adequate liberty with a minimal effect on unit readiness. However, mission readiness will not be compromised.

3. Purpose. This policy establishes readiness, accountability, pass, and leave policy for 2ID/RUCD personnel.

4. Readiness Recall Standards.

a. Commanders are required to establish personnel recall policy and procedures to meet their operational plan (OPLAN) requirements, which is not subject to any percentage of their workforce.

c. All units will have either their commander or designated second-in-command (executive officer or deputy commander) on-peninsula at all times.

d. For staff sections, either the section primary or deputy must be always on-peninsula. Coverage of all critical positions in the command must remain uninterrupted and no underlap may exist. Division staff primaries & deputies must notify the 2ID/RUCD Chief of Staff in advance of any leave or pass.

5. Pass and Leave.

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a. The approval authority for passes outside the ROK and all leave is the first O-5 commander in a Soldier's chain of command. This authority is delegable to the first O-3 commander. Soldiers will obtain the necessary travel briefings and training from S2/G2, and Individual Antiterrorism Plans approved at the respective level IAW INDOPACOM Instruction 0536.2 prior to leave or pass approval. Off-peninsula and on-peninsula leave and passes must be accounted for separately.

b. For passes within the Republic of Korea (Jeju Island is considered on-peninsula within Korea), the approval authority is the:

(1) First O-3 or higher commander in the Soldier's chain of command; or

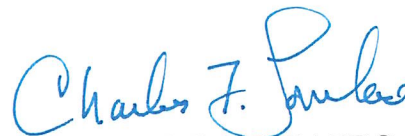
(2) Division staff primary or deputy in the grade of O-5. These passes will be processed through the respective company headquarters for accountability.

c. Commanders of units allocated in support of force rotations in the Korean Theater of Operations are prohibited from approving ordinary leave or off-peninsula pass. Battalion commanders responsible for these rotational units may authorize emergency, under emergency conditions, convalescent, and parental leave.

d. Soldiers requesting to stay overnight outside of a 75-mile radius from their assigned duty installation in ROK must submit leave or pass.

6. All prior division leave, pass, and readiness recall policies are hereby rescinded.

7. The point of contact for this memorandum is 2ID C1 at LTC Yania Ariza at yania.ariza.mil@army.mil or (315) 756-7230.



CHARLES T. LOMBARDO
Major General, USA
Commanding

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